

TO: Members of Strategic Planning Steering Committee

FROM: Elizabeth Harchenko

DATE: November 21, 2011

SUBJECT: Propose Time Line for Strategic Planning "Light"

Below please find a suggested time line for your work. It would allow you to get at least one tactical plan developed for implementation at the beginning of the next fiscal year. If you are energized by this process, you could select another strategic goal or objective and get another tactical plan developed by November 2012. From that point the commission could use 4 to 6 month cycles for continued tactical development depending upon available resources.

If you select your strategic objectives well, one or two tactical plans will be designed intentionally to address more than one objective.

**Suggested Strategic Planning time line -**

1. Review current mission and purpose of MTC and affirm or modify as appropriate. **Nov 17 & 30**
2. Review mission, values, proposed vision, and recommended goal areas with Executive Committee. **Dec 1**
3. Validate mission, values, vision, and goal areas with states, staff and stakeholders. **Dec-Jan 2012**
4. Select one or two goal areas (examples: compliance; training) and develop two or three strategic objectives that will help MTC achieve the stated goals. **Mid Feb meeting**
5. Enlist one or more groups (committees; staff; commissioners) to help define strategic objectives for the selected goal(s). **Feb-March 2012**
6. Select one or two strategic objectives (one from each goal area) and identify potential tactical plans that will help the MTC begin to achieve those strategic objectives. **March-May 2012** (Ideally, a tactical plan will support more than one strategic objective.)
7. Select a tactical plan to pursue, flesh out the plan – who does what and when; what resources will be needed; how success will be measured. **June-July 2012**
8. Implement tactical plan. **August 2012**
9. Upon completion of a tactical plan, evaluate results and go back to the strategic goals and objectives and repeat steps 7, 8, 9 and 10.

Time frame should be substantially the same for one or two goal areas, so long as the Steering Committee enlists assistance from others, and the outcomes are tactical plans that each address multiple objectives.